



## Roofing Contractors: Common Licensing Questions

### 1. Do I need to take a test to get a roofing license?

- Yes, we have a list of approved ICC exams on our website. [ICC Testing List](#)
- Click on the same link for instructions on how to register for an exam.
- We accept ICC exams from 2012 and beyond

### 2. How long does it take to get a roofing license?

- The entire PPRBD licensing process takes approximately 6-8 weeks from the time we receive a complete application and test result. You must pass the required test before applying for the license.

### 3. Is there a way to speed up the licensing process?

- No, unfortunately there is not. The Regional Building Code requires license requests to be published in a local newspaper at least two weeks prior to issuance, and we have a number of steps we have to take prior to issuing a license.

### 4. Where can I find the roofing application and testing information?

- License applications can be found on our website under the contractors button. [License Application](#)
- You can also pick up an application at any PPRBD Office.  
Main Office: 2880 International Cir  
North Office: 3939 Cordera Crest

### 5. Do you sell code books?

- Yes, we sell the necessary code books, but please call to confirm they are available. They are first come, first serve, and you must come in to get them.

- 6. Do I need to test again if I've already taken a roofing exam in another jurisdiction?**
- If you have successfully tested with ICC under the 2012 Codes or later we will accept those results. However, we do not accept exams from other building departments. For specific questions please contact our licensing department at 719-327-2887.
- 7. What if I have a license in another jurisdiction? Do you reciprocate that license?**
- No. The Pikes Peak Regional Building Department does not reciprocate licenses from other building departments.
- 8. I need to pull a PERMIT right away; can I pull my permit before my license has been approved?**
- No. The Pikes Peak Regional Building Code requires an active license before any permits can be issued.
- 9. Can I advertise and obtain contracts for work without a license?**
- No. It is a violation of the Pikes Peak Regional Building Code to advertise or contract for work requiring a permit without the proper license.
- 10. Can I stock the roof materials before I get a permit?**
- No. Stocking of material onsite constitutes the start of work and a permit is required. When this occurs, a penalty of two times the permit fee is added to the base permit cost.
- 11. Do I need to show proof of insurance to get a license?**
- Yes
- 12. Does an insurance policy for roofing need anything specific?**
- Yes. Per code, it must be notated that reroofing is included or not excluded within the description of operations on the certificate of insurance.